

# Statement of Work

## Youth Outreach Ministry

### 1) Specific Tasks:

- a) The contractor shall provide all non-personal services and materials, except as otherwise provided for in this contract, and provide senior high (9<sup>th</sup> through 12<sup>th</sup> grades) and junior high (6<sup>th</sup> through 8<sup>th</sup> grades; a.k.a. Middle School) youth outreach ministry organization and direction, adult volunteer development and training, parent support group coordination, planning meetings, reports, senior high and middle school retreats, and week long camps in support of the 31<sup>st</sup> Fighter Wing Chapel program. Contractor will ensure a parent brief prior to any activity conducted away from the chapel covers goals and expectations of those attending. Contractor will ensure required religious events and activities are attended; i.e., Catholic Mass and Protestant worship services. Contractor will ensure all activities are coordinated with the Wing Chaplain, and Senior Catholic and Protestant Chaplains.
- b) Contractor will provide organization and direction to a 12-month program of senior high and middle school outreach meetings. Contractor will ensure these meetings support an ecumenical (Catholic and Protestant) religious approach, based upon Christian teachings. Contractor will provide a structured program for youth to meet, learn, and grow in spiritual and ethical values, character building, social issue awareness, and life-style choices.
- c) Fund Reports: Club Beyond Staff will provide an accounting of all funds received and spent, including receipts, to the Wing Chaplain, Senior Catholic and Protestant Chaplains. This report must be provided within 7 days after receipt or expenditure.  
Reports to Military Christian Youth Ministry: Staff will provide copies of all written reports sent to MCYM officials to the Wing Chaplain, Senior Catholic and Senior Protestant chaplains within 7 days. Accountability to Chapel Staff: Staff members will utilize the chapel staff sign-out board to keep staff informed of their whereabouts. They will provide phone numbers wherein Club Beyond staff can be contacted during and after duty day. They will also leave contact information available in case of emergency in order to contact the Club Beyond staff. Personal vacation days will be coordinated at least 14 days in advance with the Wing Chaplain.

- 2) **Qualifications:** The contractor will ensure the local staff members have a college degree and be trained in the fundamentals of youth ministry. Staff members will have at least one year's experience leading a comprehensive ministry to junior high or senior high students. Staff members will have an in-depth working knowledge of American youth, ethical values, social issues, and American life styles. Staff members will have knowledge and understanding of military culture and demonstrate the ability to work in the military environment.

- 3) **Senior High Youth Meetings:** Staff will conduct **24** senior high school youth outreach meetings for grades 9-12.
- 4) **Senior High Small Group Meetings:** Staff will conduct **24** senior high small group meetings. These meetings will be with senior high students (9-12<sup>th</sup> grades) and will last at least one hour.
- 5) **Senior High Day Events:** Staff will conduct **2** senior high day activities for senior high (9-12<sup>th</sup> grades).
- 6) **Ministry of Presence:** Staff will conduct a ministry of presence, on **344** different occasions, by visiting schools, sporting events, lunches, and/or social activities where youth are expected to assemble or congregate. The purpose is to make and build relationships with youth and to demonstrate that the "Club Beyond" Chapel program is accessible to all youth.
- 7) **Senior High Leadership Retreat:** Staff will develop, coordinate, and implement **2** annual weekend retreats that will enable the students to fellowship, share experiences and struggles with other teens, and to get away from their everyday surroundings.
- 8) **Junior High Youth Meetings:** Staff will conduct **24** junior high school youth outreach meetings for grades 6-8.
- 9) **Junior High Small Group Meetings:** Staff will conduct **24** junior high small group meetings. These meetings will be with senior high students (6-8<sup>th</sup> grades) and will last at least one hour.
- 10) **Junior High Day Events:** Staff will conduct **3** junior high day activities for senior high (6-8<sup>th</sup> grades).
- 11) **Junior High Leadership Retreat:** Staff will develop, coordinate, and implement **2** annual weekend retreats that will enable the students to fellowship, share experiences and struggles with other teens, and to get away from their everyday surroundings.
- 12) **Volunteer Training Retreat:** Staff will conduct **1** overnight, two day training retreat designed to train adult volunteers in particular areas of youth ministry.
- 13) **Volunteer Training/Planning Sessions:** Staff will conduct **24** volunteer training and planning sessions, at least one and a half hours each, consisting of training in youth ministry principles, and planning for upcoming meetings and events.
- 14) **Youth Ministry Reports:** Staff will provide monthly Youth Ministry Reports, **12** per year, of meetings and events to the Wing Chaplain, Senior Catholic and Protestant Chaplains, and to any other recipients deemed appropriate by the Wing Chaplain.  
Theses monthly will be both quantitative and qualitative in nature. These reports will include as a minimum:
  - a) an accounting of all meetings that took place, including the number in attendance, what took place, and the Club Beyond staff's evaluation of the effectiveness of the meetings.
  - b) brief evaluation by the Club Beyond staff regarding important issues, goals, problems, etc.
- 16) **Community Youth Ministry Publicity:** Staff will provide monthly, **12** per year, public relations, and/or publicity on Club Beyond activities to update and inform parents, chaplains, and community organizations on monthly activities.
- 17) **Parent Support Group:** Staff will conduct **12** parent support group meetings for at least one hour. The contractor shall encourage parents of youth who are involved to support the program and will provide guidance on needs that the ministry has.
- 18) **Senior High Service Project:** Staff will plan, coordinate, and conduct **1** five day service project which is humanitarian in nature and integrates mental, physical, social, and spiritual development of 9-12<sup>th</sup> graders.
- 19) **Junior High Service Project:** Staff will plan, coordinate, and conduct **1** service project which is humanitarian in nature and integrates mental, physical, social, and spiritual development of 6-8<sup>th</sup> graders.

**20) Chapel Staff Meetings:** Staff will attend the weekly chapel staff meetings and planning days and provide the following as needed:

- a) 12-month calendar of events (annually)
- b) A weekly report, in written form, of upcoming meetings and events
- c) A list of annual training conferences, retreats or other MCYM requirements will be made known in advance.